

## Van Buren County Brownfield Redevelopment Authority Regular Meeting Minutes December 9, 2020

**Meeting Host / Secretary-Treasurer at BRA Office, Suite 302, 219 E. Paw Paw St, Paw Paw MI 49079**  
**All other attendees participated online from remote locations**

**Note for the Record**—This meeting was held online using Zoom remote meeting software as authorized in the Michigan Open Meetings Act. The meeting notice and tentative agenda, including the Zoom Meeting ID Number and login instructions, were properly and timely posted on the county's website to allow public participation. Each Board Members who attended remotely announced upon the start of the meeting or upon subsequent arrival his/her specific remote location (municipality/county/state) as required in the Act.

Board Member Attendance Report										
Name	Position	Attendance Status	Declared Remote Location			Present Anytime	Present @ Start	+ Late Arrivals	- Early Departs	Present @ End
			Municipality	County	State					
Lisa Phillips	Chair	Did not attend meeting	Porter Township	Van Buren	Michigan	No	No			No
Jan Petersen	Vice Chair	Attended remotely	Hamilton Township	Van Buren	Michigan	Yes	Yes			Yes
Gail Patterson-Gladney	Member	Attended remotely	South Haven City	Van Buren	Michigan	Yes	Yes			Yes
Cynthia Compton	Member	Attended remotely	South Haven City	Van Buren	Michigan	Yes	Yes			Yes
Kate Hosier	Member	Attended remotely	South Haven City	Van Buren	Michigan	Yes	Yes			Yes
Sarah Moyer-Cale	Member	Attended remotely	Paw Paw Village	Van Buren	Michigan	Yes	Yes			Yes
Katie Strohauer	Member	Attended remotely	Kalamazoo City	Kalamazoo	Michigan	Yes	Yes			Yes
Zach Morris	Member	Attended remotely	Antwerp Township	Van Buren	Michigan	Yes	Yes			Yes
Dr. Patrick Creagan	Member	Attended remotely	Decatur Village	Van Buren	Michigan	Yes	Yes			Yes
				Count:		8	8	0	0	8
				Members Present:			8 of 9	8 of 9	8 of 9	8 of 9
				Quorum (Yes/No):			Yes	Yes	Yes	Yes

### 1. Call to Order and Determination of Quorum and Attendees

At 3:32 pm, by Vice Chairperson Jan Petersen, with attendees/absentees/remote locations/quorum status above and as follows:

- a. **Board Members Present (8); Board Members Absent (1); Board Vacancies: (0).** A quorum (8 of 9) is initially present.
- b. **Staff and Others Present:** Secretary-Treasurer Wayne Nelson; Envirologic Technologies Inc Consultant Erik Peterson. There were no anonymous attendees.

### 2. Approval of Agenda--Motion by Hosier, supported by Moyer-Cale, to approve the prepared agenda. Approved by a vote of 8-0.

### 3. Approval of Minutes of Regular Meeting held November 18, 2020--Motion by Moyer-Cale, supported by Patterson-Gladney, to approve the minutes of the Regular Meeting held November 18, 2020. Approved by a vote of 8-0.

### 4. Public Comment—None

### 5. Secretary-Treasurer's Report--Nelson presented a written report with oral enhancements and action items as follows:

- a. **Invoices for Approval**--The following invoices were presented for approval:

Amount	Vendor	Invoice #	Invoice Date	Reason
<b>EPA Grant Invoices:</b>				
\$ 37.50	Envirologic Technologies Inc	07178	2020-12-08	23944 Red Arrow; Due Care
1,507.50	Envirologic Technologies Inc	07179	2020-12-08	153 W Commercial; VMS Design
47.50	Envirologic Technologies Inc	07180	2020-12-08	10335 Blue Star; B-Plan
<b>\$ 1,592.50</b>	<b>Envirologic Sub-Total</b>			
-	(no other EPA Grant invoices)			
<b>\$ 1,592.50</b>	<b>Total of EPA Grant Invoices</b>			
-	(no non-grant invoices}			
<b>\$ 1,592.50</b>	<b>Total of All Invoices</b>			

Motion by Patterson-Gladney, supported by Compton, to approve the above invoices totaling \$1,592.50 for payment.  
Approved by a vote of 8-0.

- b. Approve Secretary-Treasurer's Report**—The report was received without formal action.

**6. Other Correspondence**—None.

**7. New Business**—

- a. 2021 Regular Meeting Schedule**—The Board reviewed the draft prepared by Nelson that keeps the regular meetings on the 2<sup>nd</sup> Wednesday of each month at 3:30 pm and added information for holding meetings remotely or in person as emergency conditions indicate. Motion by Compton, supported by Morris, to adopt the draft as the 2021 Regular Meeting Schedule and to direct the Secretary-Treasurer to properly post the schedule as required by law. Approved by a vote of 8-0. *Note: The meeting schedule is attached at the end of the minutes.*
- b. No other New Business**

**8. Old Business—EPA Grant/Brownfield Plan Project Updates**—Erik Peterson gave brief verbal updates on EPA Grant and Brownfield Plan projects as follows:

- a. 207 E Michigan Ave, Paw Paw**—As previously reported, the applicant has paused the project due to current pandemic/economic conditions. The Board should review this in March to release budgeted EPA Grant Funds for other projects if this status continues.
- b. 05585 Blue Star Hwy**—The draft Brownfield Plan for Essential Storage LLC for 05585 Blue Star Hwy in South Haven Charter Township was approved by the Board on July 8, 2020. Erik Peterson reported continued difficulty having the South Haven Charter Township approve a resolution of support and declaration of functional obsolescence, so plan finalization is deferred until the township acts.
- c. 10336 Blue Star Hwy**—Michael DeGrandchamp, the applicant, is working with ETI on a Brownfield Plan. The South Haven Charter Township Board approved a resolution of support but in the wrong form and a determination of functional obsolescence is needed, so plan finalization is deferred until the township acts.
- d. 413 Delaware St**—The draft Brownfield Plan for Midwest Property LLC (Midwest Fasteners) for parcels in the Village of Decatur was approved by the Board on July 8, 2020. Erik Peterson and Wayne Nelson met with a principal of the company to gain approval to meet with the Decatur Township Supervisor and the Decatur Village Manager to help resolve property taxation issues that are blocking the Brownfield Plan from moving forward.
- e. 153 Commercial Ave**—The applicant has paid the application fee and provided a signed Development Agreement and other requested documentation, and the project is moving forward rapidly, with the applicant anticipating a closing on the purchase soon.
- f. 23944 Red Arrow Hwy**—Land clearing has commenced, and some likely minimal soil removal must occur. Marcon Ventures has a general contractor who is working with Erik on project costs. A draft Brownfield Plan could be ready soon.
- g. 67902 Red Arrow Hwy**—Brownfield Plan is progressing slowly; Erik is closing the firm's EGLE Recycling Grant.
- h. 99 Walker Street in Lawton**—ETI is still working with the general contractor and developer to gather brownfield plan costs, so the plan can be finalized. The process is slowed due to mold abatement issues.
- i. Sherman Hills**—The applicant has provided a signed Development Agreement but has not yet paid the application fee. Erik is working to acquire historical documents and statuses regarding environmental issue at and near the project site to see if and how any such information would impact the project.

**9. Other Business/Reports**

- a. Land Bank Report**—Zach Morris mentioned that the Land Bank has acquired its first property, a parcel in downtown Hartford, and Cynthia Compton reported County Treasurer and Land Bank Chair Trisha Nesbitt is focusing on ways the VBC Land Bank can help facilitate Brownfield projects, particularly our Sherman Hills project.
- b. Economic Development Corporation and Other ED Report**—Zach Morris that CDBG grants for small businesses are available on a "first come first served" basis. Zach also finds that a number of businesses are in severe financial shape and may face closure decisions.

**10. General Member Comments**—There were no comments of substance, other than holiday greetings and best wishes.

**11. Adjournment**—All business being completed, the meeting was adjourned by the Vice Chair at 4:12 pm.



Wayne Nelson, Secretary-Treasurer  
Van Buren County Brownfield Redevelopment Authority



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## 2021 Regular Meeting Schedule

Regular Meetings of the Van Buren County Brownfield Redevelopment Authority will be held in 2021 as follows. Meetings will be held either "in person" or remotely using remote meeting software. It is the intention to hold meetings remotely as long as a state of emergency (for COVID or otherwise) remains in place and perhaps afterwards if allowed by Michigan law. Public participation and comment are allowed at all meetings.

### ***Days/Dates/Times/Additional Purposes of meetings:***

<b><i>Day of Week</i></b>	<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Additional Purpose</i></b>
Wednesday	January 13, 2021	3:30 pm	Initial under Open Meetings Act
Wednesday	February 10, 2021	3:30 pm	
Wednesday	March 10, 2021	3:30 pm	
Wednesday	April 14, 2021	3:30 pm	
Wednesday	May 12, 2021	3:30 pm	
Wednesday	June 9, 2021	3:30 pm	Annual Meeting/Officer Elections
Wednesday	July 14, 2021	3:30 pm	
Wednesday	August 11, 2021	3:30 pm	
Wednesday	September 8, 2021	3:30 pm	
Wednesday	October 13, 2021	3:30 pm	
Wednesday	November 10, 2021	3:30 pm	
Wednesday	December 8, 2021	3:30 pm	

### ***For Meetings held either totally or partially Remotely:***

Refer to the website for the Authority at [https://www.vbco.org/brownfield\\_meet.asp](https://www.vbco.org/brownfield_meet.asp) for detailed information on attending and participating in a remote meeting, including how to attend using a phone, PC, Mac, or other device.

### ***Physical Place of all meetings not totally held remotely:***

Board of Commissioners Room, 2<sup>nd</sup> Floor  
County Administration and Land Services Building  
219 E Paw Paw St  
Paw Paw, MI 49079

The Brownfield Redevelopment Authority reserves the right to cancel any of these meetings if there would not be any items of business to consider or if a quorum would not be present. Please call Anna Cerven at 269-657-8253 or check the Authority's website at [https://www.vbco.org/brownfield\\_meet.asp](https://www.vbco.org/brownfield_meet.asp) to check on any meeting changes.



If you want to attend a meeting and require a special accommodation due to impairment or disability, please contact Anna Cerven by phone at 269-657-8253 or email at <mailto:CervenA@vbco.org> so that we may do our best to arrange such accommodation.

Acronyms used in BRA Minutes:

<b><i>Acronym</i></b>	<b><i>Type</i></b>	<b><i>Meaning</i></b>
BRA or VBCBRA	Agency	Van Buren County Brownfield Redevelopment Authority
EPA	Agency	U. S. Environmental Protection Agency
EGLE	Agency	Michigan Department of the Environment, Great Lakes, and Energy
MEDC	Agency	Michigan Economic Development Corporation
VBC	Agency	Van Buren County
VBCBOC or BOC	Agency	Van Buren County Board of Commissioners
VBCEDC or EDC	Agency	Van Buren County Economic Development Corporation
BEA	Environmental Term	Baseline Environmental Assessment
DDCC	Environmental Term	Documentation of Due Care Compliance
ESA	Environmental Term	Environmental Site Assessment (as in Phase II ESA)
QAPP	Environmental Term	Quality Assurance Project Plan
ETI	Company	Envirologic Technologies Inc, the EPA Grant contractor
ED	General Term	Economic development
SEV	Property Tax Term	State Equalized Value-should approximate 50% market value
TV	Property Tax Term	Taxable Value-the value for property tax rate billing